Examination Procedures and Invigilation Guidelines

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The Student Registry and Examination Team are based on A Floor of University House.

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Each year the Exams Team schedules and manages the logistical arrangements for running centrally organised examinations.

These responsibilities include the provision of invigilators who are responsible for the general conduct of the examinations.

Examinations run simultaneously in multiple venues both across campus and externally and range from large scale main venues holding 250+ students down to small single candidate venues.

**Timing of Examinations**

Morning examinations start at 9:30am and afternoon examinations at 2.00pm. All examinations should start promptly so all invigilators should allow adequate time for set up preparations.
Examination Venue

Examination venues at the University are spread across campus; there is a North and South hub of main venues.

North hub:
- Great Hall
- Minor Hall
- County South Lecture Theatre
- LICA
- Bowland North Seminar Rooms

South hub:
- George Fox 5/6
- George Fox 4
- George Fox 2/3

Adapted arrangements venues
- Bowland North Seminar rooms
- Old Engineering PC Lab

Invigilator Roles

The role of an invigilator is to ensure that examinations are conducted professionally in accordance with the University’s assessment regulations. In the main venues there will be a team of invigilators with one invigilator nominated as a lead and for the adapted venues there will be invigilators but also additional roles of: amanuenses / typists / readers.

Reporting for duty

- Senior Invigilators (main venues) should report to the Registry 1 hour prior to examination start time.
- Assistant Invigilators (main venues) should report direct to venue 45 minutes prior to examination start time.
- Senior Invigilators (larger adapted venues) should report to the Registry 45 minutes prior to examination start time.
- Adapted Arrangement Invigilators (1 -1) should report direct to Registry 30 minutes prior to examination start time.
Please remember to be....

• Welcoming
• Approachable and helpful
• Sympathetic
• Understanding
• Available to answer non-academic questions

Be professional....

• Make sure that the venue is set up correctly and ready for a prompt start
• Question papers and answer books should be laid out neatly
• Be a presence but not a distraction
• Ensure that the exams code of practice is followed at all times
• Do not engage in any activity that may stop you from performing your duties
• Bring any issues or suspicions of malpractice to the attention of the Senior Invigilator

Always....

• Wear soft soled shoes
• Avoid unnecessary conversations
• Avoid doing anything that may cause a distraction to candidates.
• Be vigilant
### Permitted Items

- **University card.** (passport/driving license are acceptable)
- **Pens, pencils and any equipment necessary for completion of the exam.** These must be placed in a **clear pencil case or clear plastic bag**
- **Calculator.** *(only if permitted for the exam)* – calculators must be in accordance with the University’s Calculator Policy
- **Dictionary.** Dual language dictionaries are permitted for students who have the required permissions letter from departments
- **Drinks.** Clear container only and with no labels

### Prohibited Items

- **Mobile phones, tablets, smart watches or any other electronic devices.** Even if they are switched off, they must still not be on the students person (e.g. in pockets) Items may be placed in the container provided or left in the area designated for bags and personal belongings.
- **Headwear.** (except for religious purposes)
- **Coats / Outdoor wear.** These are not permitted to be worn or placed on the backs of chairs
- **Books, lecture slides, notes, or anything else not specifically authorised for the exam**
- **Bags** must be left at the perimeter of the room. **NO BAGS to be left outside of the venues**

### Remember....

- Invigilators must never advise candidates on the meaning or interpretation of questions or attempt to answer queries themselves.
- Candidates arriving late (after the 30 minute deadline) will not be permitted to start the exam. NO exceptions.
Lead Invigilator duties and responsibilities – Main Venues

Before the examination starts:

- Collect the examination material from the Student Registry office 1 hour before the start of the examination. This should include a front sheet, attendance lists, examination question papers and any other supplementary stationery or documents.
- Collect venue mobile phone and tablet.
- Immediately take the material to the examination venue and enter the room.
- Check the room is fit for purpose including a working clock / PC and projector (Larger venues only).
- Make yourself familiar with the emergency exits.
- You should now be joined by other invigilators, their names are listed on the venue front sheet, if they don’t arrive by 45 minutes prior to the start of the examination, contact the exams team.
- Ensure one copy of the examination A-Z attendance list is displayed outside the venue.
- Supervise the setting up of the examination venue ensuring that the correct examination material is placed on each of the candidates desks, with the question papers being placed face down (face up if there is a cover sheet). The number of answer booklets can be determined by the rubric on the question paper, if not put one answer book out for each examination hour.
- Assign each invigilator areas of responsibility for during the examination.
- At 10 minutes before the start of the examination (15 minutes in the Great Hall and LICA building) ask the students to enter the venue, stating the instructions to satisfy the next bullet point.
- Candidates should enter in silence, and only bring to their desk, identification (university card); allowed stationery in a clear bag, dual language dictionaries where permitted for overseas students whose first language is not English (must have letter giving permission from department) and water in a clear bottle with no labels. All other belongings including coats, hats, bags, headphones, mobile phones and digital / smart watches (switched off) should be left at the perimeter of the room. There are some open book examinations when material is unlimited and other examinations when specific material is permitted. This should be included on the examination front sheets.
- Any other belongings and all watches must be placed in the provided containers which should then be kept under desks until the end of the examination.
- You should read out the examination announcements just before the start of the examination and then instruct the candidates to commence (unless there is additional reading time which will require a further announcement).
- Any student who arrives and is not on the list should be seated in a spare seat, given the relevant examination paper allowed to start. The senior invigilator should add the students name to the attendance list and inform the Exams Team.
Academic Advisers

- Academic advisers arrive 20 minutes before the start of the examination to check the exam materials.
- Read through the examination question paper to make sure that all the pages and questions have been printed correctly.
- Ensure that special requirements, i.e. statistical tables, graph paper, etc. are in place.
- Make any special announcements relevant to the examination paper.
- Respond to any student queries at the outset of the examination.
- Resolving or assisting to resolve any issues to avoid a delay in starting the examination.
- Leave their contact number with the Senior invigilator should any further queries arise.
- Remind Academic Advisers to visit all adapted venues – IMPORTANT.

Assistant Invigilator duties and responsibilities

Before the examination starts:

- You should arrive at the venue 45 minutes before the start of the examination.
- Taking instruction from the Lead Invigilator, assist with the setting up of the examination venue. You will also be assigned your responsibilities for during the examination.
- One copy of the examination A-Z attendance list should be displayed outside the venue.
- Ensure that the correct examination materials are neatly and uniformly placed on each of the candidate’s desks, with the question papers being placed face down on the desks (face up if there is a cover sheet).
- At 10 minutes before the start of the examination (15 minutes in the Great Hall and LiCA building) the Lead Invigilator asks the students to enter the venue, stating the instructions to satisfy the next bullet point.
- Candidates should enter in silence, and only bring to their desk, identification (university card); allowed stationery in a clear bag, dual language dictionaries where permitted for overseas students whose first language isn’t English and water in a clear bottle with no labels. All other belongings including coats, hats, bags, headphones, mobile phones and digital / smart watches (switched off) should be left at the perimeter of the room (Bags must not be left outside the venue). You will need to be clear regarding these instructions as candidates enter the venue. There are some open book examinations when material is unlimited and other examinations when specific material is permitted. Information will be included on the examination front sheets.
- Any other belongings and all watches must be placed in the provided containers which should then be kept under desks until the end of the examination.
- Any student who is not on the list should be brought to the Lead Invigilators attention and seated in a spare seat, given the examination paper and be allowed to start. The Lead Invigilator will add the students name to the attendance list and inform the exams team.
Lead Invigilator and Invigilators duties and responsibilities

During the examination:

- **Unauthorised material** – At the outset of the examination walk up each aisle to check for unauthorised material, if discovered you should follow the incident / malpractice procedures. All stationary should be in a clear container, if not empty into a plastic bag and place the pencil case on the floor under the candidate’s desk.

- **Electronic devices** – Carrying a smart watch, mobile phone or similar electronic device in an examination is an academic offence. If a candidate has such a device, it should be switched off and placed at the perimeter of the room with the candidate’s other belongings or in the container under the desk. Inform Lead Invigilator and follow malpractice procedures.

- **Dictionaries** – It should be a dual language paper dictionary only and there should be a letter of authorisation from the academic department inside the front cover (if there is no authorisation it will need to be removed from the desk). Check the dictionary for any hidden notes and if any are discovered you should follow the malpractice procedures. Electronic dictionaries are not permitted in any examination.

- **Calculators** – Are only permitted where the examination allows (stated on the front sheet). These are basic non-programmable calculators; if unclear you should ask the departmental academic advisor for guidance. Ensure all detachable cases are removed and inspected for notes, if any are discovered you should follow the malpractice procedures. Any unauthorised calculators should be confiscated for return at the end of the examination. All calculator lids to be placed on floor under desks.

- **Queries and errors on the question paper** – If errors are discovered at the outset of the examination these should be brought to the attention of the academic adviser who is still present, if they are identified later, contact the department / Academic Adviser/ Exams Team and record as an incident. **IMPORTANT** – Adapted venues must be made aware of any problems with the question paper - Please make academics aware of them.

- **Attendance** – With the attendance list / iPad in hand (Do not take attendance until after the 30 minute mark) visit each desk to complete the attendance register. Each candidate should have their university card or other photo ID on their desk. If not mark them on the list to revisit, either by viewing a photo of them on COLLECT or obtaining a photo from the Exams Team. Where a female Muslim candidate in a Niqab (full face veil), you should request a second form of ID.

- **Late Arrivals** – Candidates can be admitted into the venues up to a maximum of 30 minutes after the start of the examination, beyond that there are **no exceptions**. Late arrivals up to 30 minutes late should be recorded as normal on the attendance list / iPad; other later arrivals are simply recorded as ABSENT.
General Information

- You should only talk to candidates and fellow invigilators when absolutely necessary and in a quiet manner.
- Ensure the candidates are under constant scrutiny.
- Be alert to candidates wanting assistance.
- Ensure that no one other than candidates and University staff involved in the examination enters the examination room.
- Patrol the whole examination room regularly and quietly and carry spare answer books.
- Try to ensure that at least one invigilator is at the back of the room as often as possible.
- Be alert but discreet as you invigilate and if you suspect malpractice you should inform the Senior Invigilator and follow malpractice procedures.
- You are there to invigilate only, not to read, write or do any other private work.
- Switch off your own private electronic devices.

Malpractice in Examinations (Cheating)

Cheating occurs when a candidate communicates, or attempts to communicate, with a fellow candidate or individual who is neither an invigilator nor member of staff. Any attempt to copy from a fellow candidate or attempt to introduce or consult any unauthorised printed or written material, or electronic calculating or information storage device. Personates or allows himself or herself to be impersonated. Possession of a mobile phone/smart watch or other communication device is a serious academic offence, even if the device is switched off.

If you suspect a candidate of cheating

- Observe carefully and discreetly the candidate(s) concerned.
- Discuss the matter quietly with the Senior Invigilator and if need be contact the Exams Team for advice – they may come over to the venue immediately or advise you of further action.
- Reach a decision before taking action.
- If you are concerned that cheating may have occurred or is occurring, confiscate any unauthorised material, remove any answer books the candidate has already used and replace with new ones of a different colour.
- If you discover a candidate with notes on their hand or other body part, you should take a photo using the iPad and escort the candidate from the venue to wash the material off, remove any answer books the candidate has already used and replace with new ones of a different colour.
- The candidate can continue with the examination but should be told to remain behind at the end of the examination.
- Contact the Exams Team who may come over to the venue immediately or at the end of the examination.
- Produce a written statement using the examination malpractice report form and keep all answer books that the candidate has used.
Candidates wishing to leave the room whilst the examination is in progress

- Candidates are not allowed to leave the examination (except in emergency) during the first 30 minutes or the last 15 minutes.
- Candidates must ask permission to leave the room if they finish the exam early; they must leave all the papers on the desk, question and answer papers and must leave quietly. They cannot be permitted to re-enter the room.
- Candidates who leave the room early because of illness (not intending to return) must leave all papers on the desk and the reason and time of the departure should be recorded in the answer book.
- Any candidate wishing to leave the room temporarily e.g., to visit the toilet or due to illness, will not be permitted to take personal belongings with them (except for female hygiene purposes) and must be accompanied at all times.
- The toilet escort (of the same gender where possible) should be to the entrance area of the toilet only.
- Students will be expected to demonstrate, when asked, that they have no unauthorised items on their person.

Medical Emergencies

- If a candidate is suffering from a severe medical episode and is unable to leave the room comfortably and you consider it appropriate to call for an ambulance, you should dial 999 from an internal phone, as the call is channelled through security who can meet the ambulance and quickly direct it to the scene. If you are unable to quickly locate an internal phone, call the security reception and request they call an ambulance 01524 594541.
- If a candidate is suffering from a severe medical episode and is unable to leave the room comfortably but you consider an ambulance is not necessary you should call the Exams Team who will come to the venue to assist.
- Inform the Exams Team and complete an incident report form in all cases.

Fire Alarm

- Note the time that the fire alarm was raised.
- The lead invigilator instructs candidates to stop writing; leave all scripts and examination papers on their desks; not to communicate with students or staff regarding the examination and to leave the room as quickly and quietly as possible and proceed to the designated assembly point.
- Maintain silence as far as possible.
- Contact the exams team.
- When declared safe to do so, instruct the candidates to return to the venue.
- Calculate the time that has elapsed, add five minutes and confirm the total amount of extra time and announce to the candidates.
- Candidates should be instructed to draw a line across the page immediately below their last sentence or workings, and to leave a clear space before continuing their work.
- Complete an incident report form.
Power Cut

- Note the time of the power cut.
- If the venue has adequate natural light and there is emergency lighting in the toilets, the exam may continue.
- If there is no natural light and the students are disadvantaged, follow the relevant fire alarm procedures and safely exit the venue providing that there is sufficient emergency lighting.
- In the event that there is no natural light and minimal emergency lighting please ask the students to remain seated until the venue can be evacuated in a safe and controlled manner.
- The Exams Team will attend all venues with instructions.
- In all cases, incident reports should be completed.

At the end of the examination

- Announcement by the Lead Invigilator to the candidates 15 minutes before the end of the examination.
- Candidates are not permitted to leave during the last 15 minutes.
- At the end of the examination instruct the candidates to stop writing.
- Students must remain seated and in silence until all the scripts and other papers have been collected from all the desks.
- Once all the students have left, tidy the venue, remove external attendance list.

Script collection (general)

- There should be a treasury tag on each desk and candidates should attach together all their answer books (unless otherwise instructed).
- Walk up each aisle and systematically collect all the answer scripts in seat order number for each separate examination. Place scripts in envelopes (List contents on each envelope i.e.; Seats 1-20 - Psyc 101, absent students should also be listed).
- Complete envelope checklist listing each envelopes contents and absences.
- Collect up any other materials from the desks.
- Once all desks have been cleared you can instruct the candidates to quietly leave the venue reminding students to take all belongings.
- Each examination should be bundled up separately, together with relevant documentation and taken directly to the Registry by the Senior Invigilator.

Script collection (department collecting from the venue)

- Consider the specific instructions and either follow above first three points, or allow the department to collect from the desks if that is the arrangement.
- You should ask to see the ID of the person nominated to collect the scripts and ask that they print and sign the front sheet to confirm their collection.
- The department representative collecting should check what they are signing for.
- One copy of the attendance list (unless attendance taken via Collect / iPad) should be handed to the department and the other copy returned to the Registry.
Adapted Examination Arrangements

The purpose of adapted exam arrangements (AEAs) is to provide an environment that gives all students an equal opportunity for assessment.

The Exams Team works closely with the Disabilities Service in order to provide a fair and flexible exam system for any students who may require specific arrangements.

These arrangements may include;

- Rest breaks
- Extra time
- Smaller venue
- Specific seat
- Use of a computer

Some students may also qualify for special equipment / software or the use of a reader / scribe.

General overview of Adapted Examination Arrangements

- Although the main examination guidelines and procedures must be adhered to, AEA exams are run in smaller and slightly more relaxed settings.
- Various venues are used around campus for one to one, multiple candidate AEAs and exams taken using a computer.
- It is very important to follow exam procedures without deviation.
- Be aware that some students have heightened awareness and are extremely attuned to their surroundings.
- Be mindful of the above point and keep a respectful distance.
- You must not engage the candidates in conversation.
- You must not do anything that may cause a distraction.
- Make sure your mobiles are turned off / silent and do not use them.
- Late Arrivals - Entry is permitted up to 30 minutes into the exam.

During the exam

- Once the candidate is seated and ready to begin, remind them of the rules regarding prohibited items and check that mobiles are turned off and left with other belongings in a designated area.
- No smart watches or any other type of electronic device.
- Toilet breaks - must be accompanied.
- Rest breaks – When a candidate who is permitted rest breaks asks for one, add the time taken to the overall exam duration. For example, a 3.00hr exam where 2 x 10 minute breaks are taken would mean a total running time of 3.20.
At the end of an exam

- Ensure candidate correctly completes the front of any answer books used.
- Important - Candidate must record question numbers, book numbers and total amount of books used.
- All completed answer books should be secured using treasury tag.
- Invigilator to record attendance and number of answer books used on front sheet.
- Return completed exam materials to the Registry.

Guidelines for students sitting exams on a computer

Main PC Lab

- All PCs are to be logged onto the network by the Invigilators with the provided username and password.
- No need to disable any network connections.
- Students are to be instructed to use Word only.
- Create Word document with student ID, module and page numbers in header.
- Students may change fonts / backgrounds in Word if required.
- Remind students to regularly save the document to the desktop and that spell checking must be completed during the time allowed for the exam.
- When a student has finished they should be instructed to write END after the last line of their work before sending to print.
- Once work has been printed, check that the number of pages is correct and ask students to sign the front sheet as confirmation.
- Printed work should be placed inside a correctly completed anonymised answer book.
- Students must indicate on answer book cover that printed work is enclosed (number of pages printed).

Students in smaller venues using a PC or Laptop

- Procedures are broadly the same for these students although work is not printed. Instead work should be saved to the desktop and onto the provided USB.
- All PCs are to be logged onto the network by the Invigilators with the provided username and password.
- No need to disable any network connections.
- Students are to be instructed to use Word only.
- Create Word document with student ID, module and page numbers in header.
- Students may change fonts / backgrounds in Word if required.
- Remind students to regularly save the document to the desktop and USB
- Spell checking must be completed during the time allowed for the exam.
- When a student has finished they should be instructed to write END after the last line of their work.
- Students should still fully complete the cover of an answer book listing the questions attempted.
ANNOUNCEMENTS TO BE MADE BEFORE THE START OF THE EXAMINATION

• You must not turn over the question paper until instructed to do so.

• Please read the regulations on the cover of the answer books.

• Place your University Card on the corner of your desk.

• Silence must be preserved at all times.

• It is an academic offence to attempt to communicate with or copy from any other student or to introduce any unauthorised material into an examination room.

• It is an academic offence to have a mobile phone, smart watch or any other electronic device in an examination.

• Any belongings that you still have with you, including all watches, should be put in the container provided and placed under your desk.

• The use of calculators, paper dictionaries and other material is only allowed if your department has given specific permission.

• If you need to attract the attention of an invigilator please raise your hand.

• You may only leave the room with an invigilator’s permission and you will be accompanied. You may be asked to demonstrate that you have no unauthorised items.

• You must not leave the examination during the first half-hour or during the last 15 minutes. If you leave early you must leave all material behind on your desk and leave quietly. You should not destroy any work – you may put a line through anything that you do not wish to be considered by the examiners.

• Answer books must be made anonymous by all candidates. The instructions for this are on the cover of the answer book.
Announcements to be made during and at the end of the examination

15 Minutes before the end of the examination

- Please note there are just 15 minutes left before the end of the examination, you will not be permitted to leave the examination during this period

At the end of the examination

- The examination is now over and you must stop writing
- Silence must be preserved
- Please ensure that you have completed the cover of each answer book and made them anonymous
- All completed scripts must be attached together using the treasury tag provided on your desk (unless department have said otherwise)
- You must remain seated and in silence until all the scripts collected and desks cleared
- You will be told when you can leave the venue

Once all the scripts are collected

- Thank you for your cooperation, you may now leave the room, not forgetting to pick up your belongings on your way out (please leave the containers on your desk)
Additional Information

Exams and assessment services for students


Regulations


Undergraduate examination rules


Exceptional circumstances information for students


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